

[Your Name]
[Your Title/Position]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Vision Examination Results

I hope this message finds you well. Please find below the results of the recent vision examination conducted on [date of examination] for

[Patient's Name].

****Patient Information:****

- Name: [Patient's Name]
- Date of Birth: [Patient's DOB]
- Examination Date: [Date of Examination]

****Examination Results:****

- Visual Acuity: [e.g., 20/20, 20/40, etc.]
- Distance Vision: [Results]
- Near Vision: [Results]
- Astigmatism: [Present/Absent]
- Eye Pressure: [Results]
- Overall Eye Health Assessment: [Normal/Abnormal]

****Recommendations:****

- [Follow-up appointment, corrective lenses, further tests, etc.]

Should you require any further information or clarification regarding these results, please do not hesitate to contact me.

Thank you for your attention to this matter.

Warm regards,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title/Position]
[Your Organization]